

**Tasking Memorandum No. 00-273**

**Memorandum For** Headquarters Executive and Staff Directors  
District and CMO Commanders

**Subject:** Call for Internal Review Topics for FY 01 (TASKING)

**Date:** July 27, 2000

**Suspense Date:** August 31, 2000

**Target Audience:** Senior Leaders at Headquarters, Districts and CMOs

**Requirement(s):**

- Under the direction of our District Commanders, DCMA's Internal Review offices conduct Internal Reviews to resolve known or suspected problem areas and operational deficiencies and to validate the effectiveness of management controls. In practice, these offices consider all requests and make recommendations for independent evaluation.
- "Internal" reviews are distinctly different from "external" reviews from GAO or the DOD IG in that they can be tailored to DCMA's management needs.
- Internal reviews may include analysis and evaluation of organizations, functions, procedures, processes, programs, systems, performance, financial compliance, financial statements and even best practices under consideration for wide implementation. The goal is to constructively present requirements, conditions found, root cause analysis, conclusions, and recommendations in a way that will stimulate and encourage corrective and improvement actions. Generally, internal reviews complement other forms of process evaluation and organizational assessment with a more in-depth and independent perspective.
- In the past, internal reviews have been intra-District focused. For FY 2001, inter-District or Agency-wide reviews may additionally be conducted for appropriate subject areas. For instance, Agency-wide reviews could address DCMA infrastructure improvement opportunities as we establish ourselves as a new Agency.
- The process of developing an internal review schedule begins with **management requests!**

**Tasking:**

- Senior leaders and managers at Headquarters, Districts and CMOs should forward requests for the FY 01 Internal Review plan to their District Internal Review office or to the DCMA Staff Director for Internal Review as appropriate (see below). Recommendations will be reviewed by District Commanders and, ultimately, by the DCMA Executive Council.
- Requests may be made in any convenient form, but should indicate whether the review scope should be CMO or district unique or DCMA-wide. A general statement as to the objective(s) and expected outcome(s) of the review should also be included.

**Points of Contact for Further Information:**

DCMA Internal Review Office, Mr. John Glover, 703-767-2414, [jglover@hq.dcma.mil](mailto:jglover@hq.dcma.mil).

DCMDE Internal Review Office, Ms. Cynthia Veasey, 617-753-4794, [cveasey@dcmdc.dcma.mil](mailto:cveasey@dcmdc.dcma.mil).

DCMDW Internal Review Office, Mr. Jack Cooley, 310-900-6050, [jcooley@dcmdw.dcma.mil](mailto:jcooley@dcmdw.dcma.mil).

DCMDI Internal Review Office, Mr. Ray Sexton, 703-767-2726, [rsexton@dcmdi.dcma.mil](mailto:rsexton@dcmdi.dcma.mil).

**Signature:**



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Director